



V3.0 April, 2023

## Unity Presbyterian Church – Fort Mill, SC Facility and Property Use Policy

**Mission Statement:** Unity Presbyterian Church of Fort Mill, SC is a faith community where we are “United in Christ’s love, we glorify God through worship, nurture and service to all people.” Our property and facilities are dedicated to the glory of God and a gift for those whose mission aligns with our mission statement.

### *Is Unity Presbyterian a good fit for my event?*

#### Purpose

- Church events and programming will take priority over all other requests.
- Programs and events must align with the Unity Presbyterian mission statement.
- Facility and property use will NOT be permitted for political activities or for groups that infringe on the rights of others.
- Unity Presbyterian facilities and property ***shall not*** be used by for-profit groups.

#### Process

- Requests for facility use must be made at least 30 days in advance but no more than a year in advance. Events that need Session approval require a minimum of 60 days.
- Unity Presbyterian Staff will review and process all requests at weekly Staff Meetings
- Any event may need or require Session approval.
- All deposits and fees must be received at least 2 weeks prior to the event.

## Use

- All events must not exceed 4 hours and must conclude by 10:00 p.m. unless otherwise granted permission in advance.
- Caterers using UPC kitchen equipment must have prior approval and be UPC trained for kitchen use.
- Upon request, your event may be advertised within the church community two weeks in advance of the event. No other advertising will be provided.
- No smoking, gambling, or alcohol is permitted on the premises.
- Upon arrival – take a picture of the room set-up and return the room to that condition once your event is completed.

## Décor

- No permanent changes may be made to the facilities or property.
- Displays are welcome, but nothing may be adhered to walls, tables, or doors.
- UPC decorations and information must remain in place

## Liability – Outside Groups

- A Proof of Liability certificate prior to the event may be required for all groups. The COI must be received at least 2 weeks prior to the event.
- Sponsor/groups are required to sign a Waiver of Liability form 2 weeks prior to the event.
- All events involving children/youth must be supervised at all times, before, during, and after the event by at least 2 adult leaders.
- For all events involving children/youth the Sponsor/Group must read and adhere to UPC's Safe Place Policy.
- On a case-by-case basis, an off-duty Police Officer or other Security Personnel may be required at the expense of the Sponsor/Group. This decision is at the discretion of UPC staff.

## ***User Responsibilities***

### **Responsibility of the Church:**

Users agree and understand that they are using Unity Presbyterian facilities and property voluntarily and that they have received no warranty or guarantee from any party acting on behalf of Unity Presbyterian. Further, the user agrees that Unity Presbyterian assumes no responsibility for accidents or injuries that may occur to anyone while on the premises. Unity Presbyterian assumes no responsibility for personal items that are damaged or stolen from church premises. Unity Presbyterian is not responsible for providing security officers or other personnel to guard and assist before, during, or after the event. Unity Presbyterian is not responsible for providing pastors, staff, or advertising for the event.

### **User Agreement:**

A signed *Facility Use Request Form* represents an agreement between the church and the sponsor of the event. All responsibility for the use of the facilities or property is vested in the sponsor. All costs for repair or replacement of church property will be billed to the sponsor. The use of classroom supplies, day-to-day kitchen supplies, paper goods, utensils, table linens, craft supplies, musical instruments, printing materials and technology equipment are for UPC Church Programming and UPC Events only. Damage or use of these amenities will be billed to the sponsor.

### **User Responsibility:** (Event planners are responsible for):

- Reading and following the procedures described in this policy.
- Tidying rooms after an event. This includes:
  - Bathrooms to be checked/cleaned and trash removed
  - Removal of all decorations
  - Wiping down used surfaces, including whiteboards as needed
  - Turning off all lights and securing all doors
  - Powering down all equipment, if used
  - Resetting classrooms
  - Resetting of Historic Sanctuary and Fellowship Hall for Sunday services/events* with directions received from the UPC Director of Operations.
  - Contacting the UPC Director of Operations as soon as the event is scheduled if technology is required
  - Check all doors to ensure they are locked before leaving the facility
- Reporting to the UPC Director of Operations any damage or breakage.
- Implementing and maintaining adequate security, access control, and child protection procedures on the church premises.
- Advertising and promoting your event.
- Paying all deposits and fees on time.

## ***User Responsibilities (cont.)***

Each organization is responsible for providing the following:

- Any and all food/refreshments
- Dishes. Silverware, cups
- Security as needed
- Greeters – UPC receptionist will not act as greeter
- Complete cleanup after event – vacuuming, trash removal, wipe down of surfaces, and returning room to original condition
- Instructions to attendees
  - a. Where/how to park
  - b. Access instructions
  - c. Rules/guidelines of attendance

*Unity Presbyterian Church requires all Event Planner/Organizers to abide by Unity's Safe Place Policy as well as Unity's Emergency Response Procedures.*

*All event attendees are denied access to UPC Preschool facility space at all times.*

*Failure to fulfill these responsibilities may lead to denial of future requests for building use*

## Planning Process:

### Step by step:

1. Contact Office Administrator at (803) 547-5543 x100 to begin request process. Office Administrator will send necessary forms and policies.
2. Submit a *Facility and Property Use Request Form* to the Church Office at least 30 days prior to the event. For adequate preparation time before the event, 60 days lead time is recommended.
3. Upon receipt of a completed *Facility and Property Use Form* by UPC Staff, the request will then be presented to staff meeting within 14 days. Staff may send any request to Session for approval. Session ordinarily only meets on the fourth Monday of each month, so adequate planning time is essential.
4. If the event is approved, turn in all deposits to Unity to secure the date, time, and space. Complete any appropriate forms as needed. Reservations will not be made until the deposit has been received.
5. Schedule a meeting with the UPC Director of Operations to discuss:
  - a. Set-up and clean-up for the event
  - b. AV needs if required
  - c. Caterer approval, responsibilities, and training if needed
  - d. Access to the Facility prior to the event for decorating and/or specialty set-up
  - e. Safe Place Policy
  - f. Security if needed
6. Two weeks prior to the event: all checks must be received by Unity Presbyterian.
7. One day before your event: pick up a temporary Access Key from the Office Administrator. This requires a refundable \$25 deposit. Once the key is returned the deposit will be refunded within 7 business days.
8. Entrance points will be limited and greeters at those locations are highly suggested while doors are open.

### Session Approval:

*Session is Unity Presbyterian Church's governing board of elders.*

- Session ordinarily only meets on the fourth Monday of the month.
- All events involving fundraising, ticket sales, or sales of any other kind require Session approval.
- Any event may be sent to Session for approval at the discretion of the staff.
- If your event is sent to Session for approval, your event sponsor/planner may be asked to be present for questions

## Fees and Deposits

### Requests fall into the following groups:

UPC Church Programming/Committee Events: Events organized by UPC committees or staff. The events may or may not need Session approval, but requests should be made with adequate time for approval. Day-to-day church supplies may be used if needed, but any specialty items required will need to be purchased by the group/committee. All clean-up will be the responsibility of the group/committee.

UPC Member Personal Event Usage: Events organized by a member for personal use, e.g., birthday parties, family reunions, etc. These events may or may not need Session approval, but requests should be made with adequate time for approval. These groups may NOT use church supplies. All set-up and clean-up is the responsibility of the group.

Non-Profit Groups: Events organized by non-profits. Usage fees and requirements apply. These groups may NOT use church supplies. All set-up and clean-up is the responsibility of the group.

Responsibilities of this category break down into two categories.

1. Non-profits with a UPC church member sponsor. E.g., Community Choir with member sponsor. These types of events may or may not require fees.
2. Non-profits without a church member sponsor. E.g., Receptions hosted by other churches. These types of events typically incur fees.

## **Fees and Deposits: (Outside Group fees)**

### Unity Presbyterian Church space and use fees:

- Main Sanctuary = \$500
- Fellowship Hall = \$250 (kitchen fees may apply)
- Historic Sanctuary = \$200
- Heritage Room = \$75
- Sunday School Rooms = \$25
- Grounds = \$200
- Parking = Fees may apply to specific events
- Custodial Needs = Fees may apply to specific events

All fees must be paid in full to complete reservation of space for event/program.

Each organization is responsible for providing the following:

- Any and all food/refreshments
- Dishes. Silverware, cups
- Security as needed
- Greeters – UPC receptionist will not act as greeter
- Complete cleanup after event – vacuuming, trash removal, wipe down of surfaces, and returning room to original condition
- Instructions to attendees
  - a. Where/how to park
  - b. Access instructions
  - c. Rules/guidelines of attendance

*Unity Presbyterian Church requires all Event Planner/Organizers to abide by Unity's Safe Place Policy as well as Unity's Emergency Response Procedures.*

Additional fees (if required):

- Lost Keys = \$25
- Damage to furniture, carpet, surfaces, walls or any other UPC Asset = Reimbursement
- Janitorial Fees = Reimbursement if required
- UPC Staff attendance= Hourly Rate – negotiated directly with appropriate staff member

## Additional Notes

- Facility and Property Use Policy does not apply to Weddings or Funerals. UPC has separate Wedding and Funeral Policies.
- UPC strongly suggests that groups have greeters placed at doors to welcome guests and give directions to rooms/events. Greeters not only enhance security when doors are unlocked or opened, but help to share the welcoming presence here at UPC.
- Pastors need to focus their time and energy on the main functions of their office: preaching, teaching, leading, and pastoral care. Therefore, they may not attend your event. If you would like a representative of Unity Presbyterian to welcome and pray, our Director of Operations can put you in touch with the appropriate staff member.

## Contact Information

❖ Office Administrator:

Anissa Lee                    [alee@unityfortmill.org](mailto:alee@unityfortmill.org)                    803-547-5543 x100

❖ Director of Operations:

Zeno Wall                    [zwall@unityfortmill.org](mailto:zwall@unityfortmill.org)                    803-547-5543 x104

❖ Financial Manager:

Pam Bright                    [pbright@unityfortmill.org](mailto:pbright@unityfortmill.org)                    803-547-5543 x111